

PLEASE READ THE FOLLOWING GUIDELINES AND INSTRUCTIONS.

Please read the following instructions and complete the necessary steps as they pertain to your petition:

Disputing/changing an F or W grade/never attended a class (no show):

- a. Contact the instructor(s) of the class(es) by e-mail and explain your circumstances and why you are submitting your request.
- b. Request a verification of attendance records and/or authorization of the requested grade change from the instructor.
- c. Request that the instructor notify the Dean of Admissions and Records of his/her findings and recommended action.
- d. Complete the front of this form and submit it to the Office of Admissions and Records. Submit your reason for this request along with any and all documentation to support your petition.

Missed a deadline (refund, last day to drop without or with a W):

It is your responsibility as a student to monitor your class schedule and to drop any and all classes that you do not plan to attend. Instructors MAY indicate that they will drop a student, but they are not compelled to do so. If you did not drop your class(es) by the dates specified in the online or paper Class Schedule, you will need to follow the instructions in the above section. The instructor must verify your attendance records before your petition can be resolved.

If you have **extenuating circumstances** that affected your participation in class, you must submit documentation verifying your circumstances. Extreme and unexpected situations such as a death in the family, a vehicle accident, hospitalization, surgery, or any sudden and unexpected circumstances that force you to change your plans abruptly will be considered. You must have documentation to substantiate your situation: hospital/physician's statement, airline flight receipt, or other corroborating documents.

If you are submitting a petition because you have learned that your student account has gone to collections, please indicate this in your description on the reverse side of this form.

Keep in mind that petitions older than one year, as indicated previously, will NOT be reviewed or considered.

Academic Renewal:

1. The maximum number of terms of work excluded shall be two semesters.
2. A student must complete **15 units** of Ohlone College coursework after the most recent term for which academic renewal is sought and prior to petitioning for academic renewal. All Ohlone College coursework taken after the most recent term for which academic renewal is sought must be completed with a C or higher.
3. A minimum of **three years** must have elapsed since completion of the most recent term for which academic renewal is sought and the petition for academic renewal. The **15 units** mentioned above may be completed within the three years.
4. The opportunity for academic renewal through the exclusion of the previous college work refers to previous work at Ohlone College and/or other colleges. **Ohlone College recognizes that this policy is an internal policy and in no way binds any institution that may receive a student who has had academic work excluded by this policy.**